



State of Connecticut

Department of Social Services

25 Sigourney Street λ Hartford, Connecticut 06106-5033

To: All Department of Social Services Employees

Subject: Smoke Free Workplace

It has been a longstanding policy of the Department of Social Services to prohibit smoking within the work place except in designated areas outside of its buildings. The foundation of this policy is the statutory mandate of the General Assembly of the State of Connecticut which strongly supports the belief that our employees, clients and visitors to our facilities have the right to work, conduct business and visit within a healthy smoke-free environment. This policy applies to all employees and work locations of the Department.

In accordance with the General Statutes of Connecticut Sec.19a-342.(b)(1)(A), "Smoking Prohibited ", the Department of Social Services prohibits smoking in all buildings. Smoking is permitted only in areas outside of the buildings that are beyond any posted signs which designate where smoking is not permitted. The following prohibitions apply at all Department of Social Services work sites:

Smoking or the carrying of a lighted cigarette, cigar, pipe or similar device is prohibited in all work areas and in all areas open to the public, including all private and shared offices; conference rooms; training rooms; utility or storage rooms; elevators; stairwells; hallways; rest rooms; lounges; cafeterias; waiting rooms; building foyers and lobbies; areas immediately adjacent to building entrances and exits; within parking garages and parking lots; and in any other area not specifically designated by posted sign as an area where smoking is permitted.

For employees of the State of Connecticut, deliberate violations of the above non-smoking policy may be considered serious misconduct and just cause for which violators may be subject to progressive discipline.